

### KOREAN NATIONAL EMPLOYMENT SERVICES DIVISION

### STANDARD OPERATING PROCEDURES

PERSONNEL ACTION REQUEST (PAR) FOR KN RECRUITMENT ACTION
(OPEN CONTINUOUS ANNOUNCEMENT)

AUGUST 1997

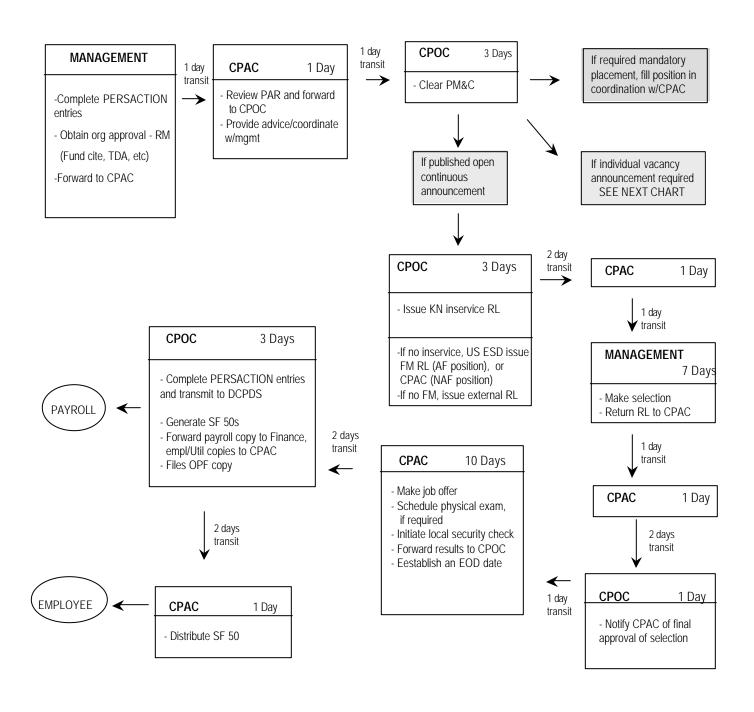
### **APPENDIX**

### Business Process Maps

KN ESD BPM 1	Recruitment Action (Open Continuous Announcement)
KN ESD BPM 2	Recruitment Action (Special Announcement)
KN ESD BPM 3	Non-Recruitment Actions
KN ESD BPM 4	Suspense Actions
KN ESD BPM 5	Reduction-In-Force
KN ESD BPM 6	Retirement-Mandatory/Reappointment
KN ESD BPM 7	Resignation
KN ESD BPM 8	Employee In-Processing
KN ESD BPM 9	PCS Order
KN ESD BPM 10	Post Pass
KN ESD BPM 11	Employment Verification
KN ESD BPM 12	Medical Insurance Enrollment/Change
KN ESD BPM 13	Pension Plan Enrollment/Change
KN ESD BPM 14	Injury Compensation
KN ESD BPM 15	Change in SCD
KN ESD BPM 16	Step Increase
KN ESD BPM 17	X-ray/Special Medical Examinations
KN ESD BPM 18	Security Check
KN ESD BPM 19	Out Processing Separating Employees
KN ESD BPM 20	Relocation Allowance
KN ESD BPM 21	Uniform Allowance
KN ESD BPM 22	Tuition Assistance
KN ESD BPM 23	Death Claims
KN ESD BPM 24	Length of Service Awards/Incentive Awards
KN ESD BPM 25	Performance Rating
KN ESD BPM 26	Special Immigration

### PERSONNEL ACTION REQUEST (PAR) FOR KN RECRUITMENT ACTION

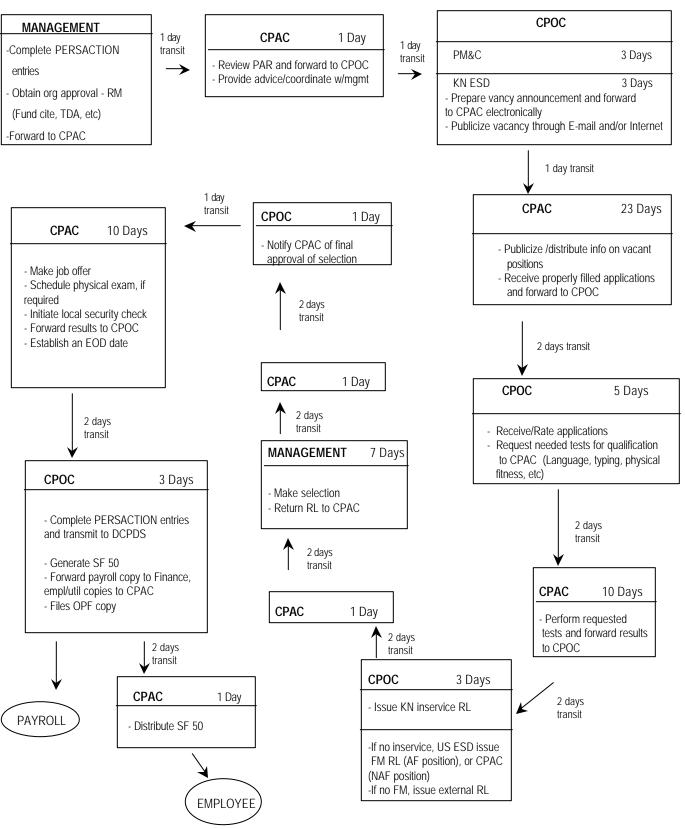
### (OPEN CONTINUOUS ANNOUNCEMENT)



TOTAL TIME ELAPSED: 44 DAYS

### PERSONNEL ACTION REQUEST (PAR) FOR KN RECRUITMENT ACTION

### (SPECIAL ANNOUNCEMENT)

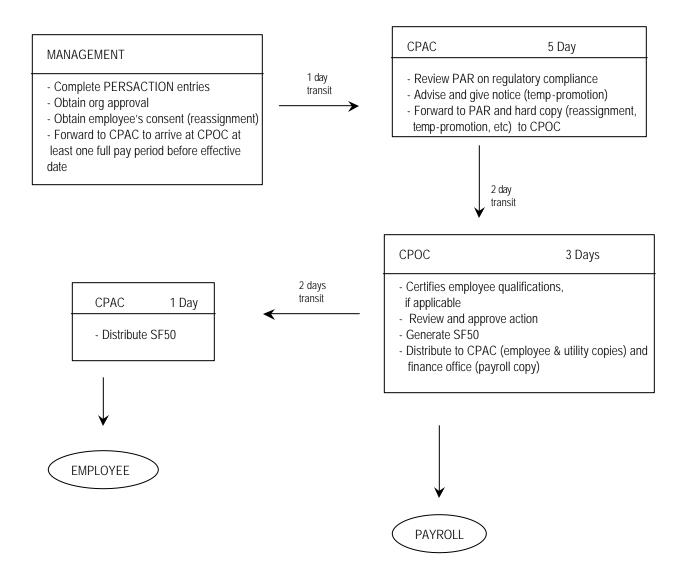


KN ESD BPM NO. 2

TOTAL TIME ELAPSED: 94 DAYS

### NON-RECRUITMENT ACTIONS

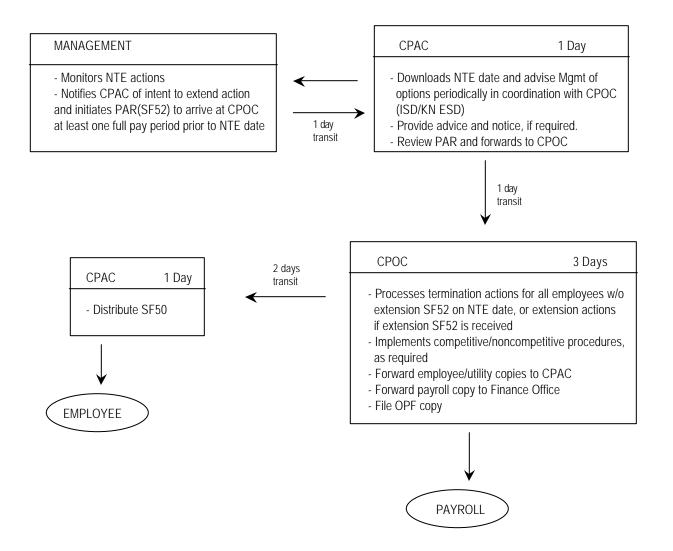
(PROMOTION TO TARGET GRADE, TEMP PROMOTION/DETAIL-NTE 120 DAYS, REASSIGNMENT)



TOTAL TIME ELAPSED: 14 DAYS CPOC TIME: 3 DAYS

### **SUSPENSE ACTIONS**

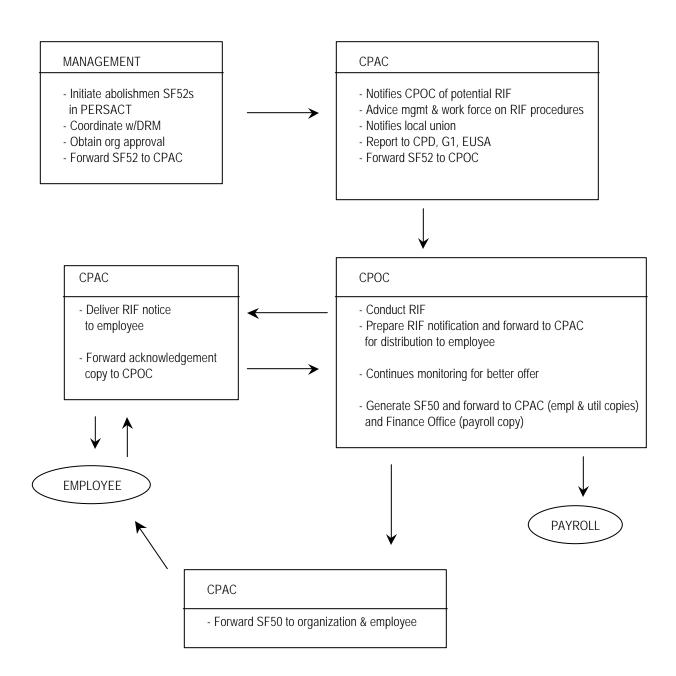
(TERMINATING/EXTENDING NOT TO EXCEED ACTIONS)



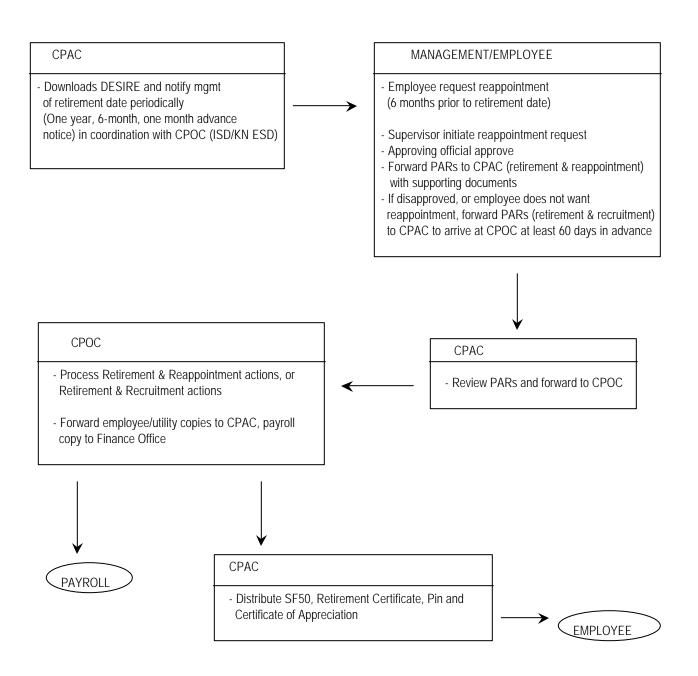
TOTAL TIME ELAPSED: 9 DAYS CPOC TIME: 3 DAYS

KN ESD BPM NO. 4

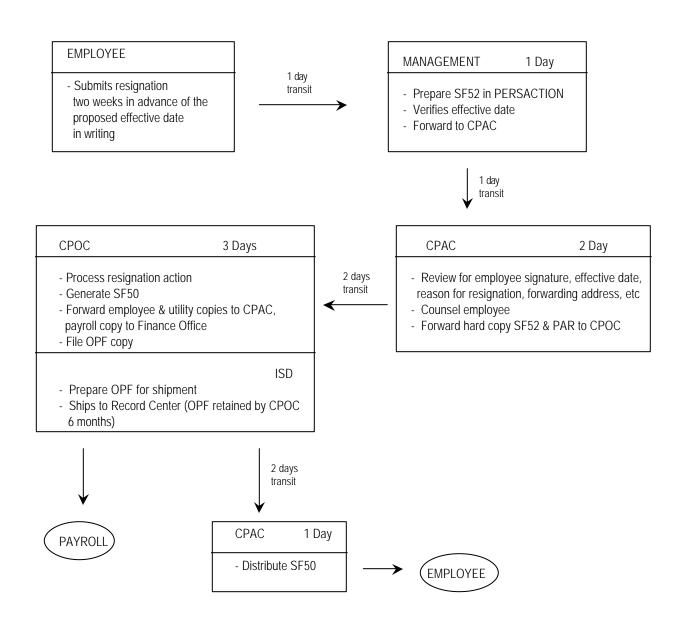
### **REDUCTION-IN-FORCE (RIF)**



### RETIREMENT-MANDATORY/REAPPOINTMENT



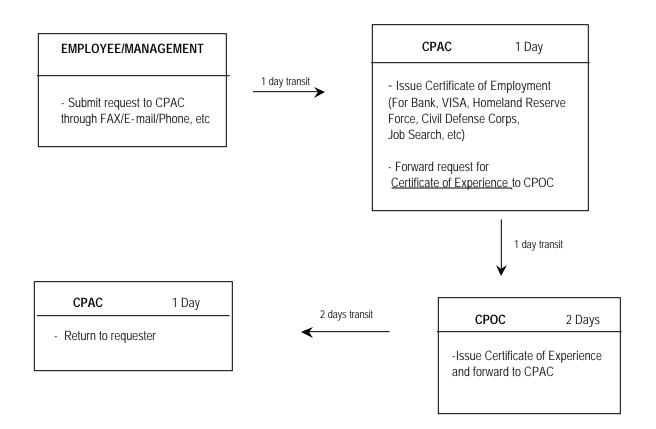
### RESIGNATION



TOTAL TIME ELAPSED: 12 DAYS CPOC TIME: 3 DAYS

KN ESD BPM NO. 7

### **EMPLOYMENT VERIFICATION**



TOTAL ELAPSED TIME: 8 DAYS

### **POST PASS**

# MANAGEMENT/EMPLOYEE - Request initial/renewal of post pass 1 day transit - Complete CPO portion of USFK Form82 1 day transit PMO - Issue gate pass

### **EMPLOYEE IN-PROCESSING**

CPAC 10 Days

- Provide in-processing package
- Certify and forward completed forms to: Payroll:

USFK Form 11K, Withholding Allowance Certificate USFK Form 98EK, Bank Designation Statement Bank Book Copy

Pension Enrollment Form, Ki04

PMO:

Personal Background Statement, USFK Form 225EK Med Ins Asso:

USFK Form 25EK, Enrollment Family Census Register/Residence Certificate CPOC:

USFK Forms 200/201, E-E Agreement OPF file copies

- Issue Gen Conv Card (DD Form 489)
- Certify CPO portion of USFK Form 82 (Application for Post Pass)
- Provide orientation (CPO portion) and forward oriention check list to mgmt (EA Form 69EK)

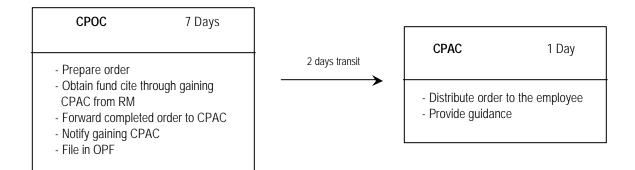
2 days transit

CPOC 2 Days

- File applicable forms in OPF

TOTAL ELAPSED TIME: 14 DAYS

### **PCS ORDER**



TOTAL ELAPSED TIME: 10 DAYS

### MEDICAL INSURANCE ENROLLMENT/CHANGE

(USFK REG 690-25)

### **EMPLOYEE**

- Submit USFK Form 25EK w/supporting document for enrollment
- Submit USFK Form 27EK w/supporting document for change Med Ins Card contents

1 day transit

CPAC 2 Days

- Verify and forward to Med Ins Asso
- Forward OPF file copies to CPOC
- Publicize new policy information



MED INSURANCE ASSOCIATION



СРОС	2 Days
- File	

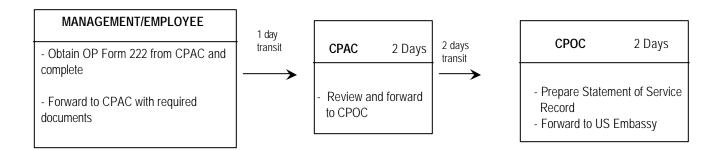
TOTAL ELAPSED TIME: 7 DAYS CPOC TIME: 2 DAYS

KN ESD BPM NO.12

### PENSION PLAN ENROLLMENT/CHANGE

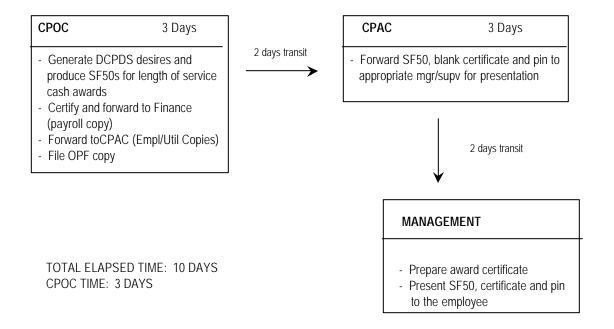
### CPAC 2 Days - Receive enrollment/change request from employee - Review and forward to National Pension Association

### **SPECIAL IMMIGRATION**

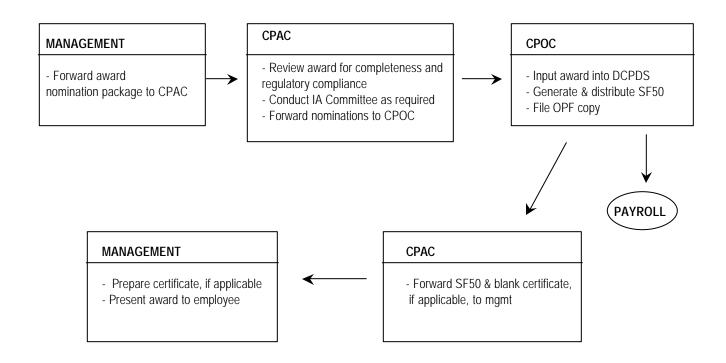


TOTAL ELAPSED TIME: 7 DAYS

### LENGTH OF SERVICE AWARDS



### INCENTIVE AWARDS (Special Act/Service, On-the-Spot, Suggestion, Time Off, SSPA)



<sup>\*</sup>Honorary incentive awards will be processed in the CPAC. Appropriate OPF file copies should be forwarded to ISD, CPOC for file.

### **TUITION ASSISTANCE**

## MANAGEMENT/EMPLOYEE -Submit USFK Form 23EK w/supporting documents (Original Receipt, Family Residence Certification, etc) 1 day transit - Review/certify and forward to payroll - File copies in CPAC PAYROLL

### **INJURY COMPENSATION**

### MANAGEMENT

- Report work-related injury, disease to CPAC (USFK 202/204/205) 1 day transit **CPAC** 

3 Days

- Review claims
- Forward claims to OWCP
- Notify safety office
- Maintain file
- Forward a copy of OWCP order regarding permanent disability



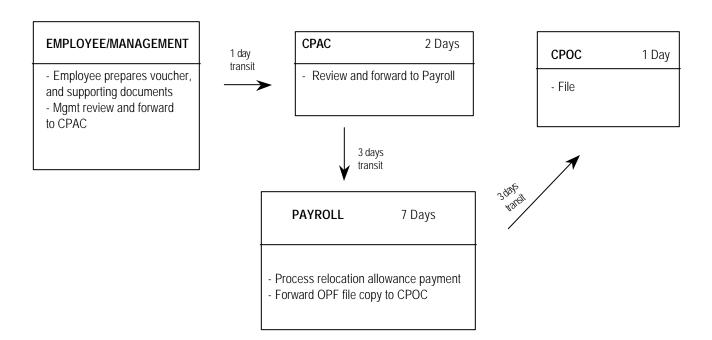
**CPOC** 

1 Day

- Adjust tenure sub-group
- File in OPF

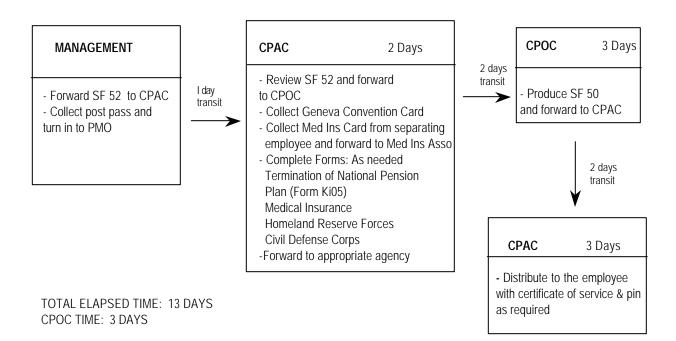
TOTAL ELAPSED TIME: 7 DAYS

### **RELOCATION ALLOWANCE**

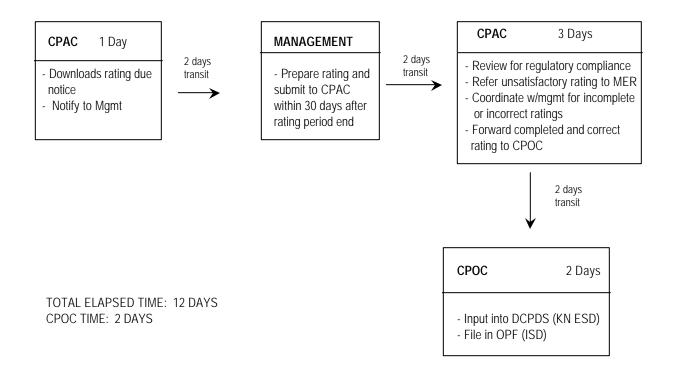


TOTAL ELAPSED TIME: 17 DAYS

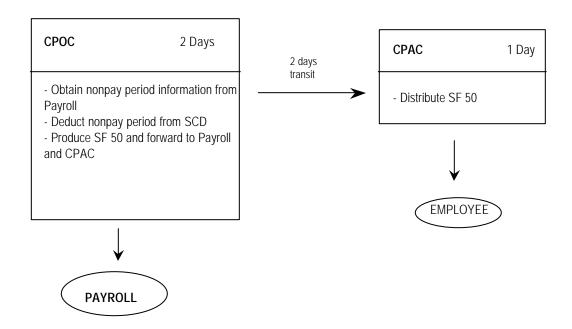
### **OUT-PROCESSING SEPARATING EMPLOYEES**



### PERFORMANCE RATING

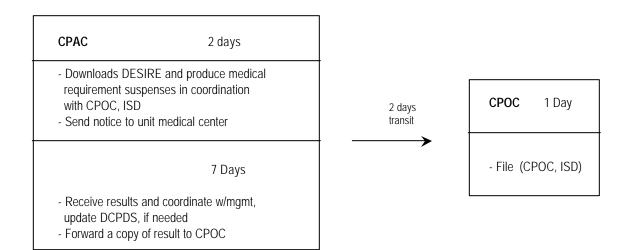


### **CHANGE IN SERVICE COMPUTATION DATE**



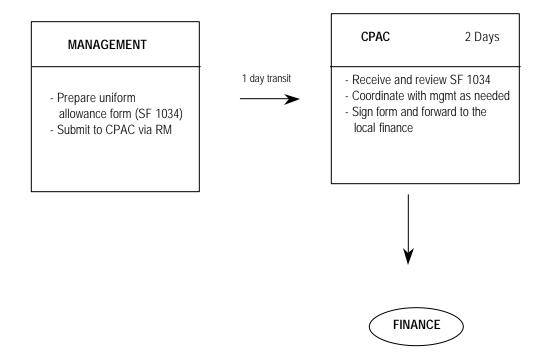
TOTAL ELAPSED TIME: 5 DAYS

### X-RAY/SPECIAL MEDICAL EXAMINATIONS



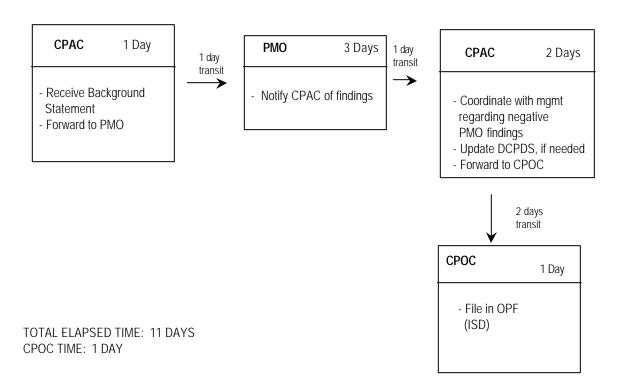
TOTAL ELAPSED TIME: 12 DAYS

### UNIFORM ALLOWANCE

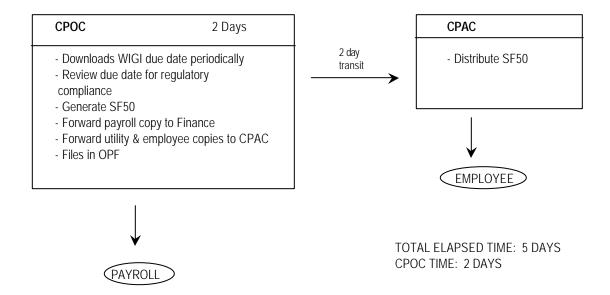


\*IAW memorandum, FKCP-LPM, dated 24 Jun 91, subject: EUSA Reg 670-10, Uniform Allowance - KN Direct - Hire Employees, Effective 1 Jan 91, CPAC should continue to certify payment vouchers.

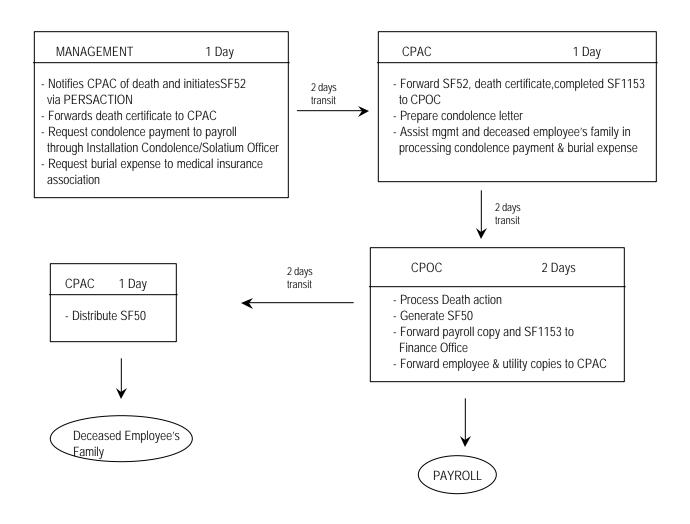
### **SECURITY CHECK**



### STEP INCREASE (WITHIN GRADE INCREASE)



### **DEATH CLAIMS**



TOTAL ELAPSED TIME: 11 DAYS